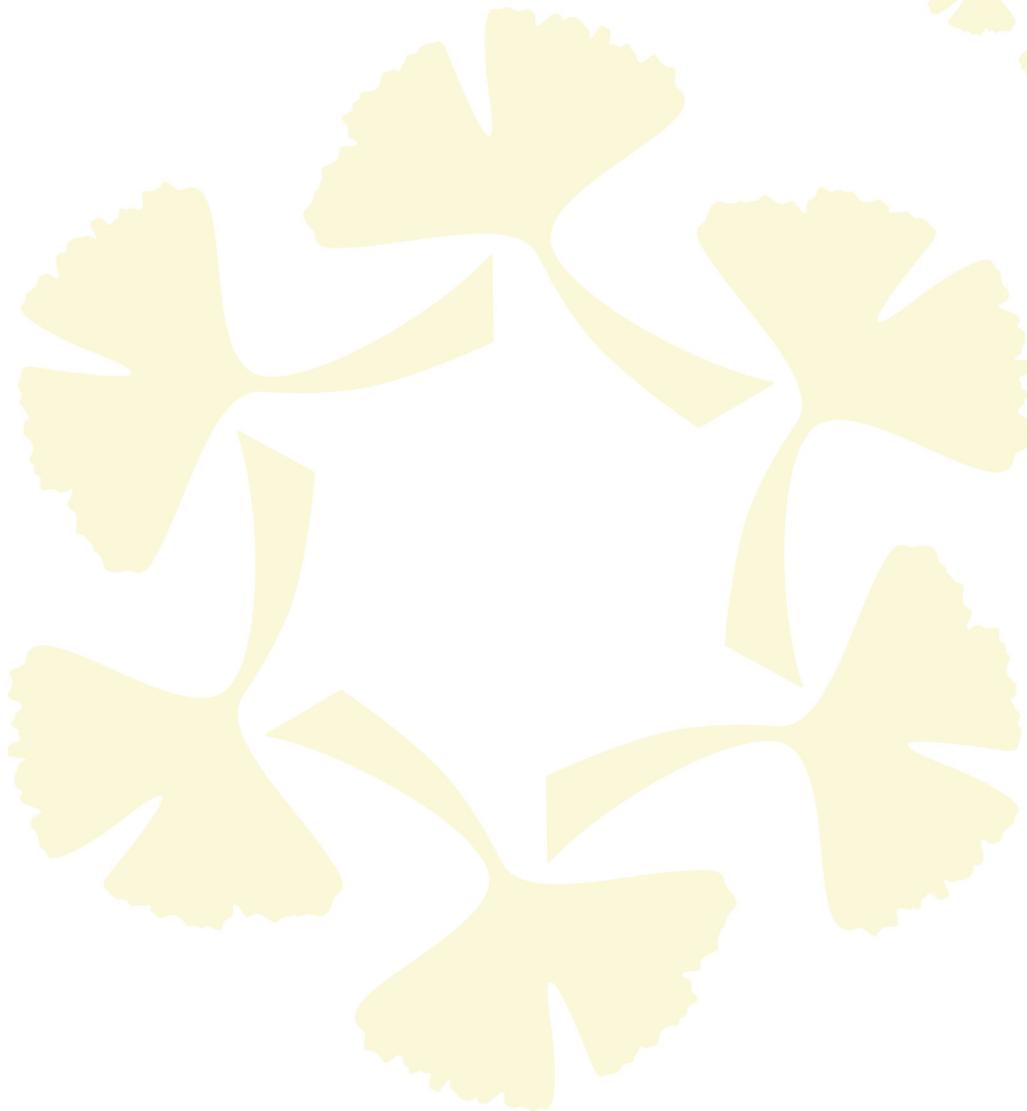
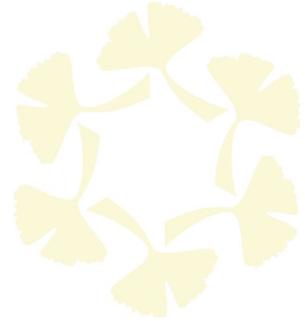




The College of Naturopaths of Ontario

HANDBOOK

ONTARIO CLINICAL SCIENCES AND ONTARIO BIOMEDICAL EXAMINATIONS



Updated June 2021

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GENERAL INFORMATION

This handbook has been compiled to assist applicants for registration who are applying to and preparing for the entry-to-practise Ontario Clinical Sciences Examination and the Ontario Biomedical Examination, two of four of the required examinations for registration in Ontario, under the College of Naturopaths of Ontario (the College). The information contained herein outlines the College's pre- and post-examinations' policies and procedures. Candidates are asked to refer to this document prior to making any examination inquiries, and to retain the handbook until exam results have been received.

For basic administrative information pertaining to an upcoming session of the Ontario Clinical Sciences Examination or Ontario Biomedical Examination (such as the examinations application deadline date, date of the examinations, and exam site location), please visit the [Ontario Clinical Sciences Exam page](#) or the Ontario [Biomedical Exam page](#), respectively, on the College's website, found under 'Applicants > [Entry-to-Practise Exams](#)'. Additional information regarding testable content on the Clinical Sciences and Biomedical Exams, including study references, is available from the [ETP Exams Resources and Policies page](#).

For information about the College's other entry-to-practise examinations, such as the Ontario Clinical (Practical) Examinations in Acupuncture, Manipulation and Physical Examination/Instrumentation, please refer to the [Ontario Clinical \(Practical\) Exams page](#) of the College's website.

Candidates who require further clarification on matters related to the Clinical Sciences Examination and/or the Biomedical Examination, which have not been addressed in this handbook, should direct their inquiry to the Examinations Department at exams@collegeofnaturopaths.on.ca.

For questions regarding the Naturopathic Physicians Licensing Examinations (NPLEX), please contact the [North American Board of Naturopathic Education \(NABNE\)](#) at 503-778-7990 or info@nabne.org.

COVID-19 & Exams

To mitigate the risk of COVID-19 transmission to exam candidates, examiners, proctors, invigilators and exam staff, the College will employ additional measures which include:

- Limiting registration for all exams to maintain social distancing measures.
- Having candidates and all exam personnel acknowledge their understanding of and compliance with the College's imposed actions around COVID-19.
- Administering a COVID-19 screening questionnaire (see Appendix 2) 1.5 weeks prior to the exam date (you may be asked to not attend the exam if any or some of the conditions are met).
- Changes to candidate permitted items to include non-latex gloves, face masks and hand sanitizer (non-labeled or label covered with tape or marker; non-contact visual inspection will be done).
- Changes to candidate required items (please refer to page 14).
- Exam day screening protocol, including taking temperature of exam staff and candidates (**note: candidates with a temperature of 100.4°F [38° C] will not be granted access to the exams**).
- Ensuring extra health and safety requirements at the test facilities (e.g., additional cleaning regimens).

About the College of Naturopaths of Ontario

The College is a legislated body established by the provincial government to regulate the naturopathic profession in Ontario which operates under the provisions of the [Regulated Health Professions Act, 1991 \(RHPA\)](#) and the [Naturopathy Act, 2007](#) to enforce its mandate of public protection.

As part of its responsibility to the public, the College establishes the requirements for safe, competent and ethical practice, including the administering of the profession's entry-to-practise Clinical and Standard of Practice examinations (e.g., Intravenous and Infusion Therapy), development of professional Standards and Guidelines, administering a Quality Assurance program and enforcing professional Standards of Practice.

About the Entry-to-Practise Examinations under the College

The Ontario Clinical Sciences Examination and Ontario Biomedical Examination are both designed to test a candidate's entry-level competencies. These, along with the College's other entry-to-practise examinations, form an essential and mandatory part of the registration process.

To be eligible for registration with the College, candidates must also successfully complete the following exams which make up the Ontario Clinical (Practical) Examinations:

1. **Acupuncture:** a clinical practical examination in acupuncture and traditional Chinese medicine, and a written component concerning cautions and contraindications related to acupuncture;
2. **Naturopathic Manipulation:** a clinical practical examination, and a written component concerning contraindications (absolute and relative) related to naturopathic manipulation; and
3. **Physical Examination/Instrumentation:** a clinical practical examination, and a written component concerning normal and abnormal physical exam findings.

In addition, candidates must also complete the College's online [Jurisprudence exam](#) prior to initial registration. Information regarding the online Jurisprudence exam is available under the 'Applicants > [Entry-to-Practise Exams](#)' tab on the College's website.

Exam Attempts

Exam candidates have three opportunities to pass any registration examination.

A candidate who fails the exam on the first attempt may write it a second time. After a second failure, the candidate is required to complete mandatory remediation as set out by a panel of the Registration Committee (the Panel) before making a third and final attempt. An applicant who fails on the third attempt is not eligible to continue in the examination process without undergoing an additional full program of study in naturopathy that is accredited by the CNME, or satisfies the Panel that exceptional circumstances exist that justify the candidate being excused from the requirement of completing another program. Please see the Exam Remediation section of this handbook on page [20](#) for more information on the remediation process.

Examination retakes and attempts are managed in accordance with the [Clinical Sciences and Biomedical Exams Policy](#).

Applying for the Clinical Sciences Examination and/or Biomedical Examination

IMPORTANT: Prior to registering for one's first attempt of any entry-to-practise examination under the College, candidates must first submit a completed [Application for Pre-Registration](#) form (please refer to the Required Documents section on page 6).

Changes to Contact Information

Candidates are responsible for ensuring the contact information provided to the College, for the purposes of communication around the examinations, is current. Changes to contact information, following submission of an examination application, may be made by logging onto the College [website](#) and amending one's profile information using the "My Profile" tab on the left-hand side on the dashboard. An e-mail, notifying the College's [Examinations Department](#) of changes to contact information must also be sent within 48 hours of any account profile changes being made.

The College is not responsible for any lapses in communication due to incorrect or outdated contact information provided by the candidate.

Name Changes

If the name on any documentation differs from the name on file with the College, candidates must provide updated information to the College immediately, along with a clear copy of their updated valid photo identification and a copy of one of the following documents as proof of the name change:

- Change of name certificate issued by the government of Ontario,
- Marriage certificate,
- Certificate of divorce, or
- Sworn affidavit for validation of identity signed by a Commissioner of Oaths.

Eligibility Requirements

To be considered eligible to sit the College's Clinical Sciences Examination and/or Biomedical Examination, candidates must have:

- a) met all graduation requirements of a CNME-accredited program in naturopathy (including clinic hours) prior to exam registration; OR
- b) successfully completed the College's Prior Learning Assessment and Recognition (PLAR) program *prior* to registering for the exam.

As acupuncture is part of the scope of practice in Ontario, both the Clinical Sciences Examination and the Ontario Clinical (Practical) Examinations assess candidates on acupuncture and traditional Chinese medicine knowledge and skill. As such, candidates are required to have completed at least 220 hours of didactic and 30 hours of clinical training in acupuncture. CNME-accredited program graduates whose program of naturopathic study does not have acupuncture content integrated will be asked to provide proof of completion of adjunctive acupuncture training.

Exam Registration Requirements

When registering for the examination, it is the candidate's responsibility to:

- Register and pay for the examination by the registration deadline.
- Adhere to the deadline dates for exam registration and exam accommodations noted on the [Ontario Clinical Sciences Exam Fees & Schedule page](#) and/or the [Ontario Biomedical Exam Fees & Schedule page](#). **LATE EXAM REGISTRATIONS AND LATE EXAM ACCOMMODATION REQUESTS ARE NOT ACCEPTED.**
- Complete their online exam registration and pay their exam fee(s) by the exam registration deadline.
- Read the Ontario Clinical Sciences and Ontario Biomedical Sciences Exam Handbook and any associated examination documents (e.g., Examination Rules of Conduct (see Appendix 1), [Clinical Sciences Examination Reference Guide](#), [Biomedical Examination Reference Guide](#)); the answers to most examination questions can be found in these supporting materials.
- Ensure appropriate requests have been made to ensure the College receives required transcript(s).
- Ensure their contact information is correct and up-to-date.
- Comply with the requirements stipulated in the Ontario Clinical Sciences and Ontario Biomedical Examination Handbook and the Examination Rules of Conduct.

Required Documents

To confirm a candidate's identity, eligibility and to allow access to the secure 'applicants' portion of the College's website, candidates are required to provide the following:

[Application for Pre-Registration](#) – The Application for Pre-Registration is used by the College to create a profile for current or future applicants and identifies through which registration stream an applicant will enter at the time of initial application for registration. **It is recommended that this form be submitted at least one week prior to the Exam Registration Deadline. The Application for Pre-Registration form only needs to be submitted once, prior to the first attempt of any entry-to-practise exam under the College.**

Valid Photo Identification – All exam candidates must submit a copy of one piece of valid (i.e., not expired), legible (i.e., the information, signature and photo are visible and clear), government-issued photo identification which includes the candidate's legal name and signature. Acceptable forms of photo identification are listed on the Application for Pre-Registration. **A copy of valid photo identification must be submitted by the Exam Registration Deadline for each exam attempt.**

Online Examinations Registration & Fee Payment – Candidates may register for the [Clinical Sciences Exam](#) or the [Biomedical Exam](#) online through their College user account (granted after submission of the Application for Pre-registration form). The exam registration portals will take the candidate through steps to download the required forms, including the Exam Registration Form, and pay for the exam. The Exam Registration Form provides candidates with an opportunity to declare any exam accommodation needs, declare previous exam attempts and additional information not required by the Application for Pre-Registration. **The online exam registration and fee payment must be made by the Exam Registration Deadline noted for that exam session. Registration for an exam session will become available at 9 a.m. on the day of registration opening noted on the schedule and fees page of each exam.**

Academic Transcript(s) – CNME-accredited program graduates must request that a copy of their academic transcript be sent to the College from their naturopathic institute to confirm eligibility to any of the College's entry-

to-practise exams. **Transcripts must be received before the Exam Timetable Release date noted for the first entry-to-practise exam being attempted under the College. Transcript(s) only need to be submitted to the College once.**

Exam Accommodation Request & Supporting Documentation – If requesting an exam accommodation, such as requesting additional time due to a disability, please refer to page 8 of this handbook for detailed information regarding necessary documentation. **Requests and accompanying documentation for an exam accommodation must be received by the Exam Registration Deadline.**

Examination Fees - Clinical Sciences and Biomedical Exams

The examination fee is set out in the [College By-laws](#) and is non-refundable. This fee must be paid in full by credit card (Visa or MasterCard), or by cheque or money order made payable to the **“College of Naturopaths of Ontario.”** Payment must be received by the exam registration deadline date. **A \$35 NSF will be charged for any returned or refused payment due to insufficient funds.**

The examination fee covers the costs of exam facilities and exam administration, including the post-examination processes. Candidates are charged for **each** attempt at the exam.

Examination fees, as set out in the by-laws of the College, related to the Clinical Sciences and Biomedical Exams are as follows:

Clinical Sciences Examination	\$850 + HST
Retake of the Clinical Sciences Examination	\$850 + HST
Biomedical Examination	\$450 + HST
Retake of the Biomedical Sciences Examination	\$450 + HST
Withdrawal Fee	\$50 + HST
Deferral Fee	\$50 + HST
Exam Appeal Fee	\$75 + HST

Exam Confirmations & Timetables

Following receipt of payment and review of the candidate’s submission (e.g., the answers provided on their online exam registration and their academic transcript demonstrating successful completion of their CNME-accredited program), candidates will receive a confirmation of receipt by email. Candidates for whom an academic transcript has not been received will be notified by email and will be required to follow up with their academic institute to have this document sent.

Booking confirmations with specific details pertaining to the exam will be sent to exam candidates, by e-mail, **1.5 weeks prior to the exam date**, with a final reminder sent on the ‘Timetable Notices Release’ date noted on the College’s Clinical Sciences Examination and Biomedical Examination Schedules. These confirmations are sent to candidates from the College’s partnered psychometric and test administration company, Yardstick Strategies (testingsupport@getyardstick.com), who will book candidates into designated testing centers based on the city selected by the candidate at exam registration, and/or based on any approved exam accommodation or French language administration of the exam.

Candidates are advised to save the above testing support email address to ensure booking confirmations are recognized by their email provider and to reduce the chance of booking confirmations being caught in spam/junk filters.

Questions related to the booking confirmation, or one's assigned test center location should be sent to testingsupport@getyardstick.com, referencing the exam type and date in the subject line.

Exam Format

The Ontario Clinical Sciences and Ontario Biomedical Examinations are computer-based multiple choice assessments.

The Ontario Clinical Sciences Examination consists of 200 questions written over a 4-hour period. The 4-hour exam duration is broken up into two, two-hour components with a 15-minute sequestered break in between. Each two-hour component contains 100 questions.

The Ontario Biomedical Examination consists of 150 questions written over a 3-hour period. The 3-hour exam duration is broken up into two, one-and-a-half-hour components with a 15-minute sequestered break in between. Each one-and-a-half-hour component contains 75 questions.

Exam Accommodations

An exam accommodation is viewed as any adjustment to testing conditions, examination requirements or examination scheduling to address a candidate's current needs arising from a disability (whether physical or cognitive), a health condition or issue or religious requirements.

To ensure candidates are provided with a fair opportunity to sit the Ontario Clinical Sciences Examination or Ontario Biomedical Examination, the College will consider all exam accommodation requests received from any Clinical Sciences or Biomedical Examination candidate. Exam accommodations will be made on an individual basis and will reflect the nature and extent of the identified need.

The College's duty to accommodate is limited only by undue hardship. The Ontario *Human Rights Code* specifies three factors to be considered in assessing whether the requested accommodation would cause undue hardship to the College: cost, availability of outside sources of funding, and health and safety requirements (such as would pose a risk to health and public safety).

Candidates will be notified in writing of the exam accommodation request decision within ten business days of the exam application submission date unless additional information is required either from the candidate or the individual providing any supporting documentation. Should additional time be needed, the candidate will be apprised of the revised timeframe for a decision on their request. If the request is granted, the candidate will receive additional details outlining the accommodation that will be provided on the day of the exam; if the request is denied, the grounds for refusal will be disclosed to the candidate. In instances where an accommodation is denied due to reasons of undue hardship, the College may provide terms for an alternate form of accommodation where possible.

Exam Accommodation Requests

To request an exam accommodation, candidates must submit a signed letter to the College at the time of application to the Ontario Clinical Sciences Examination or Ontario Biomedical Examination. This letter must specify the type of exam accommodation being requested, the reason for the request, and be accompanied by appropriate supporting documentation. As this process may include the need for the College to obtain additional information or clarification, it

is recommended that candidates NOT wait until the deadline date to submit their accommodation requests and supporting documentation.

Requests received after the exam registration deadline cannot be granted (this includes late requests for patient modeling exemption due to pregnancy or injury). In such instances, candidates who cannot perform the examination without an exam accommodation may request to defer their examinations to the next scheduled Clinical Sciences Exam session or Biomedical Exam session (please refer to page 11 for additional information on deferrals).

General Requirements for Supporting Documentation

Any supporting documentation submitted to validate a candidate's request for an exam accommodation must:

- be dated within six months of the examination registration date;
- be submitted with the candidate's signed letter, prior to the exam registration deadline;
- substantiate the reason for the exam accommodation and the specific exam accommodation(s) required (e.g., if requesting additional time, how much time and why it is required); and
- contain the contact information for the individual providing supporting documentation on the candidate's behalf, and authorization to contact them should additional information be needed to validate the candidate's exam accommodation request.

Disability Accommodations (Cognitive and Physical)

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation (e.g., additional time) due to a disability, as defined in s. 10(1) of the *Human Rights Code*, must:

- be provided by a regulated health care practitioner, as defined in the RHPA or other relevant regulated professional, both qualified to make an assessment or diagnosis on the condition (or physical injury), AND who currently has or has previously had a doctor/patient relationship with the candidate;
- provide additional information regarding how the requested accommodation relates to the disability;
- substantiate the need for the exam accommodation and the specific exam accommodations being requested; and
- contain the title and professional credentials of the regulated health professional who has made the assessment or diagnosis.

Religious Accommodations

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation, due to religious requirements must:

- be provided by the candidate's religious leader,
- provide information regarding how the requested exam accommodation relates to the candidate's religious requirements, and
- provide information regarding the religious holiday if the request is for an alternate examination date due to a religious observance.

Pregnancy-related or Breast-feeding Accommodations

In addition to the general requirements, supporting documentation for candidates requesting an exam accommodation, due to a pregnancy-related condition or issue, must:

- be provided by a regulated health care practitioner, as defined in the RHPA;
- provide information regarding how the requested accommodation relates to the candidate's pregnancy; and
- contain the title and professional credentials of the regulated health care practitioner.

Candidates who require an accommodation to permit them to breastfeed during the examination day must request this by the exam registration deadline and provide information which speaks to the frequency of feedings; this information will need to be considered with respect to feasibility of the request in comparison to the time constraints of the exam..

Supporting Documentation - Academic Accommodations

Candidates are asked to refrain from submitting copies of documents related to accommodations requested from their educational program, and from seeking supporting documentation from academic advisors, supervisors, instructors or other individuals associated with their academic program unless the individual meets the supporting documentation requirements as noted above.

Disclosure of Accommodation Information

Information disclosed for the purposes of seeking an accommodation may be used by the CEO and/or the Registration Committee in considering the candidate's application for initial registration with the College.

Available Test Centers - Accommodation

Candidates requesting an accommodation may be limited to sitting the exam in a city that has a test center available which can provide the granted exam accommodation (e.g., specific software needs).

Wait Lists & Exam Test Center Seat Swapping /Location Changes

Due to the administrative logistics involved, the College does not offer exam waiting lists. Registration for each session is handled through the online exam registration module. Candidates have an opportunity to declare which city they wish to sit their exam in, when registering for the exam. It is important to note, however, that there are multiple test centers in some cities (i.e., selecting Toronto does not necessarily mean that all candidates who have also selected Toronto will be sitting the exam at the same test center). Candidate test center allocation is handled through our contracted psychometric company, Yardstick Strategies Inc.

The College does not permit candidates who have registered for an exam session to offer up their exam spot to another candidate, swap, or otherwise change exam test center locations once registration for the exam has closed.

Withdrawing from the Exam

Candidates have the option of withdrawing their exam registration for an exam provided that the request is made in writing to the College PRIOR to the close of exam registration for that exam session. Candidates who wish to withdraw their registration following the exam registration deadline may do so however the exam fee paid will be forfeited.

Withdrawal Fees

An administrative fee of \$50 + HST is applied to all exam withdrawal requests and will be deducted from any refund issued by the College for the exam fee paid.

Exam Deferrals

The College understands that unforeseen circumstances occasionally arise which may prevent a candidate from sitting either the Clinical Sciences Examination or Biomedical Sciences Examination as scheduled. Any candidate who is registered for an examination may seek a deferral to postpone their examination attempt to the next regularly scheduled exam session if (a) they become ill, sustain an injury, or encounter an emergency situation (e.g., a death in the family) which prevents their attendance at the examination or (b) those who, due to a medical issue or injury, could not perform the examinations in the usual manner and would therefore require an exam accommodation AFTER the deadline had passed for submitting an exam accommodation request. **Deferral requests made on the grounds of being unprepared to sit the exam will not be granted.**

Deferral Requests – General Requirements

Candidates who are debilitated prior to the examination must notify the College immediately, by telephone or by e-mail, to advise of being unable to attend the examination and the reason for being unable to attend. Exam deferral requests cannot be used to seek an exam accommodation that was previously requested and declined by the College. Failure to notify the College will result in a refusal of a candidate's exam deferral request and a forfeiture of the exam fee paid.

An official exam deferral request (made in writing) must be submitted to the College within two weeks of the original notification date, accompanied by a letter from a regulated health care practitioner or other supporting documentation verifying the circumstances for the missed examination.

The Director, Registration & Examinations will review all deferral requests on an individual basis and exam deferrals will be granted based on the validity and severity of the circumstances which prevented a candidate's attendance at the examination.

Deferral Requests Due To COVID-19

As a result of the 2019 novel coronavirus (COVID-19) pandemic, additional health and safety measures must be employed by all to prevent transmission of the virus. As health care providers, candidates are expected to exercise their best judgement, including not attending an exam if they are unwell or have been recently exposed to the virus. If you are experiencing any of the common COVID-19 symptoms, have had recent exposure (i.e., 14 days or less prior to the exam) to the virus or are otherwise unwell, please **remain at home and contact the College immediately**, or at latest by 7 a.m. on the day of the exam by phone or e-mail.

Common COVID-19 symptoms include, but are not limited to:

- fever,
- chills,
- cough that's new or worsening,
- difficulty breathing,
- sore throat, difficulty swallowing or hoarse voice,
- runny nose or stuffy and congested nose,
- lost sense of taste or smell,
- headache,
- digestive issues,
- fatigue, or
- falling down more than usual.

An online self-assessment tool is offered by the province of Ontario at <https://covid-19.ontario.ca/self-assessment/>. Please consider taking the assessment and following the directions provided.

Candidates who have been advised by their health care provider to stay home and are therefore unable to obtain medical documentation to support their deferral request, may contact the College for a list of accepted alternatives.

Deferral Fees

An administrative fee of \$50 plus HST is charged for the review of the exam deferral request. **Examination fees are not refunded**; however, a credit of the amount paid will be applied to the next regular sitting of the examination by the exam candidate. If an exam candidate does not sit the next regularly scheduled sitting of the examination, the examination fee paid is forfeited.

NOTE: Failure by the candidate to appropriately notify the College of an inability to attend the examination, submit the required documentation within the specified timeframe, or pay the required fee may result in denial of the deferral request and a forfeiture of the examination fee paid.

Illness or Emergency *before* the Examinations

Candidates who become ill, sustain an injury or who encounter an emergency situation prior to the exam must notify the College immediately, by telephone or by email, to advise of the reason for being unable to attend the examination. A deferral request must be submitted by the candidate to the College within two weeks of the original notification date and must be accompanied either by a letter from a regulated health care practitioner, or by other supporting documentation, verifying the circumstances for the missed exam.

Illness or Emergency *during* the Examinations

Candidates who become ill, or who experience a medical emergency during an examination must notify their exam proctor immediately. A medical note must be obtained (dated within 24 hours of the time the candidate left the exam site) and submitted to the College within two weeks of the exam date.

Examinations which were not completed, due to a substantiated illness or medical emergency, will not be counted as an exam attempt, provided medical documentation is submitted. Candidates will be provided with an opportunity to re-attempt the examination at the next regularly scheduled exam session.

Routine Practices and Additional Precautions for Preventing the Transmission of Infection

Candidates have the responsibility to decide for themselves whether they are well enough to sit a College exam and if they are putting themselves or others at risk. The College reserves the right to ask a candidate showing symptoms of a cold, flu, or general unwellness to leave the exam site. Candidates must return all examination materials and promptly exit the building. All candidates are encouraged to seek medical help immediately and follow the directions of their local health authority. Please see the Exam Deferrals section of this handbook for further information regarding the process to defer an examination before or during the exam.

All exam site attendees are expected to exercise best practices regarding infection control and to employ appropriate hand hygiene.

To help prevent the spread of diseases:

- Wash your hands regularly and thoroughly with soap and warm water for at least 20 seconds, or with an alcohol-based hand sanitizer, to kill any viruses that maybe on your hands. It is highly advised that you clean your hands before and after leaving any premises to prevent any further passing of germs.
- If you cough or sneeze, turn your face away from others and cover your nose and mouth with your bent elbow or with a tissue (and not with your hands). Please discard the tissues immediately and clean your hands to remove any traces of the virus.
- Maintain at least 1-meter (3 feet) distance between yourself and anyone coughing or sneezing to prevent breathing in the droplets from their mouth or nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

For further information on how to prevent catching or spreading infections, please visit online resources available from [Infection Prevention and Control Canada](#), [Ontario Ministry of Health](#), [Toronto Public Health](#) and [World Health Organization](#).

Day of Examination

Candidate Arrival on the Day of the Exam

Candidates are required to arrive at the examinations site at least 30 minutes prior to the start of their first scheduled examination, unless otherwise notified by the College in the Exam Timetable Letter, to register with exam staff and confirm identification.

Candidates *must* present valid (i.e., not expired) government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, electronic ID, and non-government issued photo cards are not accepted**). The first and last name on the government-issued photo identification must match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations (no exceptions).**

Arriving Late to the Exam

Latecomers (i.e., those arriving more than 5 minutes after the start of their examination) will not be permitted to take the examination as arriving late creates a disruption for those who have already started.

Candidates who arrive late, due to unforeseen and dire circumstances (e.g., a car accident), may apply for an exemption to allow a sitting of the Clinical Sciences Exam or Biomedical Exam at the next regularly scheduled exam session without penalty.

Such requests must be substantiated with documented proof, dated within 24 hours of the missed exam, which supports the reason for the late arrival and must be submitted to the College within two weeks of the examination date.

Required Items

Candidates are required to bring:

- Valid (i.e., not expired) photo identification. This must be a hardcopy, government-issued photo I.D. (e.g., passport, driver's license, or Ontario Photo Card; **health cards, non-government issued photo cards and electronic copies of I.D. are not accepted**). The first and last name on the government-issued photo identification must match the first and last name on the College's exam registration list. **Candidates without valid government-issued photo identification, or whose identification does not match the name noted on the exam registration list, will not be permitted entry to the examinations.**
- A printed copy of the booking confirmation email received from testingsupport@getyardstick.com.
- Their test center username (as provided in the booking confirmation email) and password to access the computer-based exam on the exam day. *Note: your exam proctor is not able to provide you with your user credentials; without your login information, you will not be able to sit the exam.*
- A face mask (this will be **required** to be worn while on site at the exam); candidates should expect to have to show their full face at the sign-in desk for confirming identification. The exam proctor may perform a non-contact visual inspection of any mask being used at their discretion.

Permitted Items

Candidate are permitted to bring:

- Disposable earplugs.
- Juice/water/coffee in a clear, label free, spill proof and shatter proof container (note: the proctor reserves the right refuse consumption of the beverage at one's assigned computer terminal, if the above is not adhered to).
- Snacks or meal for the mid-session break period. Please note candidates will be sequestered and will not be permitted to leave the exam site during the break.
- One writing utensil – pencil or pen.
- The test centre proctor will provide each candidate with two pieces of blank scrap paper (one in the morning, one in the afternoon) that must be turned into the exam proctor prior to the break and prior to leaving the exam site. Candidates are allowed to bring/use hand sanitizer (non-labeled or label covered with tape or marker) and non-latex gloves if they wish. Please note that the proctor may perform a non-contact visual inspection of these items at their discretion.

In addition, you will be required to turn off/turn in your cell phone and any electronic devices while at the testing centre.

Fragrance-Free Policy

For the comfort of all candidates, please refrain from wearing fragrance.

Leaving the Examination Room

Candidates are not permitted to leave the examination room or sequestering area without the permission of an exam proctor. Only one candidate at a time will be permitted to leave the room to use the washroom.

Restricted Items

Food and other personal belongings are **not** permitted at or near one's assigned test station.

Books, cellular phones, papers, bags, pocket PCs, and audio and/or video recording or transmitting devices are not permitted and must be left in the area designated by the exam proctor until the end of the exam session.

Electronic devices such as cellular phones and smartwatches are to be turned off prior to check-in and stored with the candidate's personal belongings in the designated area. Cellular devices and personal belongings (e.g., study material) are not accessible during the examination or the 30-min break. Candidates may access bags/purses to retrieve food only.

In cases of emergency necessitating the candidate to make a call, the candidate must seek permission from the exam proctor to access their phone prior to the start of the exam.

Possession of any of these devices during an examination may be considered an examination violation and may result in the candidate's removal from the examination and/or other appropriate action, as deemed necessary by the College. In some instances (contingent on the testing center's rules and requirements), cell phone and electronic devices may be collected by the proctor at the start of the exam.

Incident Reporting (Appeal Prerequisite)

Candidates, who **on the day of the examination** feel that a procedural irregularity (e.g., not being provided with the full allotted amount of time to complete the exam), or environmental irregularity (e.g., being required to sit in an overheated room during the exam) or a perception of undue bias (e.g., a bias based on gender, ethnicity, creed, sexual orientation, etc.) which had a material adverse impact on their performance during an examination, may file an Incident Reporting Form with the exam proctor to log their complaint. It is the candidate's responsibility to report the incident **on the exam day** to confirm the incident has been recorded. All exam proctors are required to document all incidents that occur during the exam.

This form must be filled out at the exam and signed off on by the exam invigilator before the candidate leaves the exam site. All candidate Incident Reporting Forms will be transmitted to the College for review as part of the post-examinations analysis and logged by the College for review in the case of an appeal. **Appeals for which there is no supporting incident report on file cannot be considered for review by the Examination Appeals Committee. The College cannot take any action on exam incidents reported after the exam, and/or those for which no substantiating incident report had been filed on the day of the exam.**

Leaving the Exam Site

Candidates who have completed their examinations are asked to leave the exam site. Loitering around the designated exam area(s) once examinations are done is prohibited.

Conduct During the Exams

Candidate Behaviour

Candidates are reminded that their behaviour during the examinations is expected to be always **professional and respectful (i.e., demonstrating the qualities of a regulated health care practitioner)** at all times, both with the exam proctor and fellow candidates. Rude, hostile or otherwise confrontational behaviour (whether verbal or physical) will not be tolerated and will be treated as an exam violation. Furthermore, the candidate may be asked to leave the exam site.

Exam Violations

The College maintains strict security over exam content before, during and after the examinations, to eliminate unfair advantages among candidates and to avoid the costs of replacing the content of the exams. Exam violations refer to any contraventions of the **Examination Rules of Conduct** regarding the examination's procedures, and/or any suspected breach of security around the content of the examinations.

Violations before the examinations include:

- accessing unauthorized study materials before the exam;
- speaking with or communicating in any way with candidates who have just completed the examinations on the day(s) of the exam(s); and
- providing false admittance information.

Violations during the examinations include:

- failing to adhere to the exam proctor's or examiner's instructions;
- copying or allowing answers to be copied during the exam;
- discussing the content of any examination in any way with candidates who are waiting to complete their examinations on the day(s) of the exam(s);
- accessing written or electronic information or devices while taking an examination;
- failing to cease writing an exam once the time has been called, taking notes about the exam, or failing to return or removing from the exam room any exam materials at any time during or after the exam;
- talking to other exam candidates once the examination has begun;
- non-verbal signaling or coaching to other exam candidates once an exam has begun; and
- disruptive behaviour during the examinations.

Violations after the examinations include:

- discussing or posting the content of any examination following the exams;
- reconstructing exam items from memory for the purpose of disclosing content to others; and
- altering exam transcripts.

Any indications that an exam violation may be occurring during the exam may result in immediate removal of the candidate from the examination.

Any suspected violations are documented by the exam proctor, exam staff or examiner, who will record and report all observations to the College's CEO or his/her delegate.

Any candidate suspected of an examination violation will be issued a written Notice of an Exam Violation which details the nature of the allegation. Candidates will be provided with a reasonable opportunity to respond either in writing, or by scheduling an in-person meeting with the CEO or his/her delegate. If a candidate fails to provide a response to a violation allegation within the specified time frame or to participate in the process, the CEO may

proceed to make a determination on the violation. No examination transcripts will be issued to the candidate until a final decision has been rendered on any alleged exam violation.

All information in relation to the alleged violation will be reviewed by the CEO, or his or her delegate, and a determination will then be made as to whether sufficient information exists to support the allegation. Candidates will be notified of the final decision in writing within four to six weeks of the date of the initial notice.

Final decisions issued by the CEO regarding exam violations are appealable to the Examination Appeals Committee.

Exam Violations Consequences

A finding that an exam violation has occurred will result in an automatic fail and be recorded as one of three attempts to successfully complete the Clinical Sciences Exam or Biomedical Exam, as applicable.

If evidence is found of a breach in the security of the exam materials before an exam administration, and such evidence suggests that the behaviour is organized and/or may involve a number of candidates, the College reserves the right to cancel the exam session.

If evidence is found of a breach in the security of exam materials after an exam administration, and such evidence suggests that the behaviour was organized and/or may have involved a number of candidates, the College reserves the right to disqualify the exam results of some or all candidates.

The College may also take special measures at any subsequent examination to prevent the reoccurrence of the violation at the expense of any candidates involved in the security breach, seek damages from any persons involved in a security breach, and/or take any other action deemed appropriate by the College.

Post-Examinations Procedures

Exam Scoring

Each multiple-choice question on the exam is equally weighted. When scoring the exam, each correct response is worth one mark; incorrect responses receive no marks; and no marks are deducted for incorrect responses. Total scores for candidates are calculated by summing their correct responses on all operational items.

The score that candidates receive is expressed using a standardized scale. Specifically, candidates' raw scores (out of 200) are converted to a "scaled score", which ranges from 200-800 with a pass mark of 550. 550 is the scaled score expression of the cut score, which a candidate must achieve to pass the exam. Candidate scores are expressed in this format so that scores can be effectively compared across different exam administrations (even if there are differences in the difficulty of the exam and the raw score pass mark between specific exam administrations). **In no instances will the College release raw score information.**

Three separate scorings of the examination are conducted. First, the exam is scored automatically using our psychometric company's proprietary software. For quality assurance purposes, the exam goes through two independent scorings by individuals with psychometric expertise, who each use a separate data analysis platform to score the exam. Manually scored exam marks are then compared to those produced by the software to ensure that candidates' scores were calculated correctly.

How is the Pass Mark Decided?

The pass mark (or cut score) for the exam is established using a process called the “modified Angoff method”. This is a criterion- referenced process that is used to set a pass score that accounts for two key elements: (1) the difficulty of the exam content; and (2) the ‘profile’ of what a Naturopathic Doctor can be expected to know and be able to do at an entry-to-practice level. Using this process, candidates are evaluated against pre-determined criteria.

There are two steps to the modified Angoff method. First, the Exam Committee meets to review the competency profile that the exam tests candidates on. While doing so, each Exam Committee member creates a list of the specific knowledge, skills, and behaviours that characterize “minimal competence” (i.e., what a Naturopathic Doctor can be expected to know and be able to do at an entry-to-practice level). This list is then reviewed by the entire Committee, until all Committee members agree on a shared definition of the minimally-competent candidate.

It is this hypothetical candidate for which the pass mark is set. After reviewing this list and agreeing on a “profile” of the minimally competent candidate, the Exam Committee reviews every question in the exam and make ratings for each question (called “Angoff ratings”). These ratings represent the percentage of minimally competent candidates who the Exam Committee believes would answer that question correctly (based on the agreed-upon definition of minimal competence). For example, if an Exam Committee member believes that 70% of minimally competent candidates would answer Question 6 correctly, they would make an Angoff rating of 70 for Question 6.

When making these ratings, Exam Committee members are required to read each question carefully and then make judgments about the difficulty of that question. These judgements consider both the ‘structure’ of the question (e.g., phrasing, effectiveness of distractor options), as well as the difficulty of the competency that is assessed.

In most cases, these judgments will be made over two rounds (which allows the Exam Committee to refine and calibrate their ratings). The results of the standard setting are based on the Exam Committee’s ‘Round 2’ ratings. Specifically, the mean of all Exam Committee members’ ‘Round 2’ ratings for each question becomes the standard (i.e., Angoff score) for that question. To calculate the pass mark (or cut score) for the entire exam, the Angoff score for each question is averaged across the number of operational questions.

Understanding your Performance Report

For the purposes of providing candidates with exam performance feedback, candidates receive a performance report with their results and transcript letter. The performance report displays a candidate’s overall total scaled score, scaled score performance by competency category and scaled score performance by patient condition.

The main bar graph on your report (i.e., your overall total scaled score), which is your achieved raw score converted into a scaled score, is based on the **overall pass mark** for the exam.

Each graph below the main results bar graph, displaying scaled score performance information for competencies and patient conditions, is based on the **average Angoff** for that competency or patient condition. The average Angoff is determined using all of the Angoff ratings for each item in that competency or patient condition on the exam form. This information is provided in addition to information about how a candidate fared overall, to assist candidates in focusing remediation efforts.

How are scaled scores calculated?

When converting a raw score into a scaled score, standard formulas with “fixed” maximum and pass score values are input, as well as the total raw score (i.e., the number of scored items) and the raw pass score for that session. The fixed maximum is always 800, the pass score value is always 550, and 200 is used as an effective “minimum” that all final scaled scores are generally constrained to.

Do candidates need to achieve a minimum of 550 in each competency category to pass the exam?

Achieving a minimum of 550 in each competency category does not necessarily equate to passing the exam; conversely, having scored under 550 for any competency category does not necessarily mean a candidate will fail the exam, as hypothetically, a candidate could do relatively poorly on one condition and still pass the exam. Bar graphs for competency areas that fall below 550 are areas where additional study is particularly recommended.

I need more information about how I performed; can you provide me with the cut score for this exam or the number of questions I answered incorrectly for a certain section?

In no instances will the College release raw score information, which includes the cut score for the exam. As a regulatory College, whose mandate is public protection, feedback provided to an examination candidate must be general in nature so as not to provide too much guidance or risk compromising the integrity and viability of the examination testing process.

Why is there no bar graph displayed?

No visible bar graph indicates an achieved scaled score of 200.

Exam Results

Results are released by regular post, as of the Results Released date noted for that session on the [Clinical Sciences Exam Schedule](#) and [Biomedical Exam Schedule](#); approximately four weeks of the date of the examination. The College will send the examinations transcript to the most recent address on file for the candidate.

Under no circumstances will the College release or discuss examination results over the phone. In cases where exam results have not been received within two weeks of the Results Released date, the candidate may request to pick-up their exam results or to have an additional copy sent by post.

Please note that the College will disseminate results by email only in instances where the closure of the College's physical office necessitates sending results via an alternate means. Candidates may not request a softcopy in lieu of a mailed hardcopy.

Exam Attempts

Exam candidates have three opportunities to pass any registration examination over a period of two years.

A candidate who fails the exam on the first attempt may write it a second time. After a second failure, the candidate is required to complete mandatory remediation as set out by the Registration Committee before making a third and final attempt. An applicant who fails on the third attempt is not eligible to continue in the examination process without first undergoing an additional four-year program of study in naturopathy.

Please see the Exam Remediation section of this handbook on page 20 for more information on the remediation process.

Exam Remediation

A candidate may attempt the exam three times over a period of two years. A candidate who fails a first attempt of the examination will be entitled to a second attempt of the examination. A candidate who is unsuccessful at the second attempt must undergo a mandatory review conducted by a panel of the Registration Committee (the Panel) to determine any additional training or education that must be completed prior to being allowed to sit a third and final attempt of the exam.

To initiate this mandatory Panel review, a request must be sent in writing to the Examinations Department at exams@collegeofnaturopaths.on.ca.

Reviews are conducted within the Panel only; no in-person meetings occur between the candidate and the Panel. The Panel will be provided with detailed information regarding the candidate's exam performance from both examination attempts. This information will include comparative data to allow the Panel to determine areas where improvement was noted at the second attempt and areas where additional study would be beneficial.

Candidates also have the option to include a letter to the Panel addressing any factors they would like the Panel to take into consideration, such as any study materials or additional training undertaken between the first and second attempt of the exam. Please note that the Panel does not have the authority to waive the remediation review requirement, nor is it an Exam Appeals body. As such, any submission made to the Panel should address their review regarding additional training or education.

Following the review, the candidate will be provided with recommendations regarding training or education or combination thereof required by the Panel which must be successfully completed (within the specified timeline) by the candidate prior to being permitted to sit a third, and final, attempt of the exam.

Why doesn't the College offer a prep course like those that are available for the NPLEX series of exams?

Examinations are a tool used by the College to assess a candidate's entry-level competencies for the provision of safe and competent naturopathic care (i.e., ensuring public protection). While the College is not opposed to a prep course being offered by an external body, as a regulatory body the College cannot collaborate or participate in the development or administration of a prep course as training candidates on how to be successful on an exam invalidates our ability to use the exam to assess competency.

Candidate Access to Examinations Material

Due to the sensitive nature of the examination's material, candidates are not permitted to review their examination

documents. General feedback regarding exam performance will be included with a candidate's results.

Appeals

The appeal process is limited solely to questions concerning procedural irregularities (please refer to the Incident Reporting section on page 15). Such appeals must include facts demonstrating that the procedural and/or environmental irregularities or perception of undue bias had a material adverse impact on the candidate's performance on the examination. It is the candidate's responsibility to establish, to the satisfaction of the Examination Appeals Committee, that had the procedural and/or environmental irregularities not occurred, it is more likely than not that the candidate would have passed the examination.

The Examination Appeals Committee does not review complaints regarding the content of the exam, associated Study Reference material posted by the College, possible responses to examination questions or requests for a remarking of the exam. Therefore, the content of the examinations is not subject to appeal. **In no instance, will a candidate who has failed an examination be deemed to have passed the exam.**

Appeals Process

Additional information concerning filing an examinations appeal is available by contacting the Examinations Department at exams@collegeofnaturopaths.on.ca and noted in the [College's Examination Appeals Policy](#).

Candidate Feedback

The College considers all constructive feedback and concerns of our stakeholders. Following the completion of the Ontario Clinical Sciences or Ontario Biomedical Examination, a short survey will appear on the screen of each candidate's computer. If you wish to provide the College with constructive feedback on the exam reference materials, exam process and/or testing experience, please send your suggestions to the Examinations Department at exams@collegeofnaturopaths.on.ca.

Exam content, handbooks and reference guides are reviewed and updated by the College annually and/or following each exam administration as necessary. Feedback received following an exam is taken into consideration as part of these reviews.

Appendix 1: Examination Rules of Conduct

In addition to the information that has been provided in this handbook, it is understood that all examination candidates will comply with the following general procedural and conduct requirements established by the College of Naturopaths of Ontario (the College). Contraventions of these rules may result in the candidate's immediate removal or disqualification from the examination, in addition to other appropriate consequences.

1. Candidates must check-in with their exam proctor at their assigned check-in location at least thirty (30) minutes prior to the exam commencement time noted on their exam booking confirmation.
2. Candidates must bring a piece of valid photo identification (Ontario driver's license, passport or Ontario Photo Card only) to present to exam staff upon arrival at the exam site/sign-in desk. The name on the photo I.D. must match the name on the exam registration list. It is not permitted for another person to impersonate a candidate for the purpose of taking an examination, nor may another person take any part of an exam on a candidate's behalf.
3. Candidates arriving at their assigned examination location after the commencement time noted by the College will be denied access to the examination. Candidates who arrive late due to exigent circumstances may apply for a deferral (see deferral section of the College's Examination Handbook) to sit the exam without penalty at the next regularly scheduled session.
4. Access to the exam site (defined as any exam rooms, and sequestering areas designated for use for the purpose of administering an examination) is restricted to examination candidates, support persons approved by the College in advance of the examination, examination proctors, College staff and agents of the College.
5. Candidates must turn cellular devices off and may not access them for the duration of their time at the exam site.
6. Prior to the commencement of an exam, candidates are to place bags, purses and other personal belongings in an area designated by the exam proctor. Only those materials expressly authorized by the College are permitted to be with the candidate during the exam. Please note that the College is not responsible for lost, stolen, or broken items or items left at the examsite.
7. During the examination, candidates may not have on their person any electronic devices, nor may they have any materials except those expressly authorized by the College in advance of the examination. Electronic devices include, but are not limited to cellular telephones, laptop computers, MP3 players, data storage devices (e.g., USB keys), or programmable calculators.
8. Candidates who are in possession of unauthorized materials or electronic devices or who assist or obtain assistance from other candidates or from any unauthorized source during the examination (written or practical) are subject to examination violation consequences, including, but not limited to, removal from the examination and assignment of a failing grade.
9. Examination proctors have the authority to designate the desk/table/computer terminal at which a candidate sits while writing an examination. Candidates are expected to comply with such designations.
10. Prior to the commencement of an examination, candidates must refrain from reading exam questions, writing, providing any answers to questions, and/or commencing any part of the exam until instructed to do so by the exam proctor.

11. During an examination, candidates are not permitted to communicate, in any manner, with anyone except their exam proctor, examiner/assessor or a College pre-approved support person.
12. After the announcement of the conclusion of any written examination or exam component, candidates are to refrain from adding information to, erasing information from or otherwise altering their exam documents. Exam proctors have the authority to seize the exam documents of candidates who fail to cease writing after the announcement of the conclusion of an examination.
13. Examination times are monitored by exam proctors and/or examiners/assessors. No additional time is provided over the time allotted to the candidate by the College.
14. During an examination, candidates are not permitted to leave the examination room without the permission of an exam proctor.
15. Candidates may not retain any exam materials; this includes, but is not limited to exam sheets, response booklets, and scrap paper. All exam materials must remain with the exam proctor.
16. Candidates must comply with requests made or instructions given by exam proctors, examiners/assessors and other exam staff.
17. Candidates who are being sequestered prior to the commencement of an exam component must remain in the designated sequestering area unless otherwise authorized by an exam proctor or exam staff.
18. Candidates who have completed their examination are required to immediately leave the examination site. Candidates are expected to make arrangements in advance of the exam to meet others (e.g., for transportation) at an alternate location away from the immediate exam site.
19. Candidates are not permitted to recount an examination to other exam candidates waiting to complete their examinations, nor post, discuss or disclose the content of the examination to others.

COVID-19 Self-Assessment

Please review the COVID-19 self-assessment screening questions below, which will also be emailed to you two weeks prior and on the Friday before the Clinical Practical examination.

Please note that staff will also be posing these questions to you verbally at sign-in on the day of the exam.

COVID 19 SELF-ASSESSMENT SCREENING QUESTIONS

<p>1. Do you have any of the following symptoms?</p> <ul style="list-style-type: none"> • New or worsening cough • Shortness of breath • Sore throat • Runny nose, sneezing or nasal congestion (in the absence of underlying reasons for symptoms, such as seasonal allergies or post-nasal drip) • Difficulty swallowing • Fever (100.4 F or 38 C) • Headache • Chills • Unexplained fatigue/malaise • Muscle Pains • Nausea/vomiting • Diarrhea • Abdominal pain • Reduced or lost sense of smell, or new taste/smell disorders 	<p>Please Answer Yes or No</p>
<p>1. Have you been in close contact with anyone diagnosed with or suspected to have (e.g., exhibiting the above symptoms or awaiting test results) COVID-19 in the past 14 days?</p>	<p>Please Answer Yes or No</p>

IF YOU ANSWERED YES TO ANY OF THESE QUESTIONS TWO WEEKS PRIOR TO THE EXAMINATION, WE NEED TO DISCUSS POSTPONING YOUR EXAM ATTEMPT. PLEASE CONTACT OUR EXAMINATIONS STAFF BY EMAILING US AT exams@collegeofnaturopaths.on.ca IF YOU HAVE ANY QUERIES.